

(This memo does not apply to USGS and BOR employees)



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

Memo on Safe Keeping of U.S. Official Passports

To: Department of the Interior Passport Services Office

According to Department of Interior guidance that U.S. official passports may be stored temporarily in local offices for employees who need access to them, I certify the following:

- I expect to travel internationally for official business in the foreseeable future;
- My U.S. official passport will be stored in a locked office of the Department in either a locked, fire-proof file cabinet or in a safe located at the following location:
 - Room: _____, office location (name and full address) _____
- If I plan for international travel that requires a visa to be obtained for persons using a U.S. official passport, I will either send the passport with a DI Form 1175 or Travel Authorization via express service (not mail) to the Department of the Interior Passport Services Office* four (4) weeks prior to travel to enable the Passport Services Office to obtain the visa for me, or I will be responsible for obtaining a visa including payment of any fee charged by an embassy issuing the visa.
- I will return my official passport to the Department of the Interior Passport Services Office when I no longer work for DOI, when the passport expires or when I no longer expect to travel frequently on international official business.

Signature of Passport Holder

Date

Printed Name of Passport Holder

Bureau

Email and phone number of Passport Holder

The signed memo must be sent by fax to the DOI Passport Services Office at 202 219 9822 where it will be kept in the passport file of each DOI employee who holds a U.S. official passport at a location other than the DOI Passport Services Office.

*Department of the Interior Passport Services Offices: U.S. Department of the Interior, Passport Services Office, Room 1427, 1849 C Street, NW. Washington, DC 20240. Phone: 202 208 5292.